

WIOA Title I Youth Participant Eligibility: Allowable Documents

Out-of-School Youth Eligibility	
<i>Eligibility requirements</i>	<i>Only one of the following documents is required for each criterion.</i>
<u>Not attending any school</u> Not enrolled in an education program at WIOA enrollment	1. Verification from school (dropout or diploma) 2. Upon request (with applicant name and birth date), OWD will contact BPS for verification
<u>Residency</u> Must have Boston residency	1. Letter from a Government Agency (DTA, DYS, SSA, etc.) 2. Government-issued ID (Driver's license, MA ID, etc.) 3. Lease 4. Landlord statement 5. Boston Housing Authority Verification 6. Utility bill 7. Homelessness documentation 8. Recent pay stub 9. Insurance policy (Home/auto) 10. Letter from school 11. Medicaid/Medicare card 12. Postmarked mail addressed to applicant 13. Selective service registration card 14. Applicant statement form
<u>Age</u> Not younger than 16 or older than 24 at the time of enrollment	1. Baptismal Record 2. Birth Certificate 3. DD-214, Report of Transfer or Discharge Paper 4. Driver's License (with Photo and Date of Birth) 5. Federal, State or Local Government ID Card that includes a birth date 6. Selective Service Card 7. Hospital Record of Birth 8. Passport (as long as the passport includes the date of birth) 9. Public Assistance\Social Service Records 10. School Records\Identification Card 11. Unexpired Alien Registration Card/Documents indicating authorization to work in the US I-179, I-197, I-551, I-688, I-688A, I-688B, I-766, Certificate of Naturalization (Form N-565 or N-570), I-94 Arrival/Departure Form
<u>U.S. Citizenship or Authorization to Work in the United States</u> A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, and parolee, and other immigrant authorized by the Attorney General to work in the United States	1. U.S. Baptismal Certificate (if place of birth is shown) 2. U.S. Birth Certificate 3. U.S. Hospital Record of Birth 4. U.S. Passport (either current or expired) 5. Certificate of Naturalization (Form N-565 or N-570) Unexpired Alien Registration Card/Documents indicating authorization to work in the United States (INS Forms I-179, I-197, I-327, I-551, I-571, I-688, I-688A, I-688B, I-766, an unexpired I-94 Arrival/Departure form that includes an endorsement (stamped) of the individual's status as authorized to work in the United States when accompanied with an unexpired temporary foreign passport that has the same name as the I-94, an unexpired temporary foreign passport stamped with an I-155 Work Authorization stamp

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Selective Service compliant All males who at the time of enrollment are 18 - 26 must register for Selective Service at: www.sss.gov . Males who are enrolled in WIOA prior to turning 18 years of age must register for Selective Service when they turn 18 years of age in order to continuing participation in WIOA funded activities.	1. Printout from www.sss.gov stating selective service registration.	
ONE of the following barriers (1-8):		
(1) <u>School Dropout</u> <i>Upon request (with applicant name and birth date), OWD will contact BPS for verification.</i>	1. Attendance Letter from school 2. Dropout Letter from school 3. Eligibility Verification Letter from a recognized community or youth organization (if other documents are not available) 4. Applicant Statement 5. Telephone verification 6. Document Inspection	
(2) <u>No school attendance</u>	N/A for MA	
(3) <u>Diploma, low income, and basic skills deficient OR ELL</u> a. Recipient of a secondary school diploma or its recognized equivalent; b. low-income ; and c. basic skills deficient OR an English language learner	Recipient of secondary school diploma or its recognized equivalent	1. Copy of Secondary School Diploma or equivalent
	Low-income	See "Economic Eligibility"
	Basic Skills Deficient	1. Assessed by a Generally Accepted Standardized Test 2. School Records
	English Language Learner	1. Letter from school official 2. Statement from recognized community youth organization
(4) <u>Subject to the juvenile or adult justice system</u>	Court Involved	1. Court Documents 2. Halfway House Resident 3. Letter of Parole 4. Letter from Probation Officer 5. Police Records 6. Applicant Statement 7. Telephone verification 6. Document Inspection
	State Custody Youth (DYS)	1. Court Contact 2. Court Documentation 3. Verification of Payments made on Behalf of the Child 4. Written Statement from State\Local Agency 5. Agency Telephone verification 6. Document Inspection

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<p>(5) <u>Homeless, runaway or in foster care</u></p> <p>A homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement</p>	Foster Child	<ol style="list-style-type: none"> 1. Court Contact 2. Court Documentation 3. Medical Card 4. Verification of Payments made on Behalf of the Child 5. Written Statement from State\Local Agency 6. Telephone verification 6. Document Inspection
	Homeless	<ol style="list-style-type: none"> 1. Written Statement from an Individual Providing Temporary Residence 2. Written Statement from Shelter/Social Service Agency 3. Mckinney Vento Homeless Act Authorization Form 4. Applicant Statement 5. Telephone verification 6. Document Inspection
<p>(6) <u>Pregnant or parenting</u></p>	<ol style="list-style-type: none"> 1. Birth Certificate 2. Hospital Record of Birth 3. Medical Card 4. Physician's Note 5. Referrals from Official Agencies 6. School Program for Pregnant Teens 7. School Records 8. Statement from Social Services Agency 9. Applicant Statement 10. Telephone verification 11. Document Inspection 	
<p>(7) <u>An individual with a disability</u></p>	<ol style="list-style-type: none"> 1. Letter from Drug or Alcohol Rehabilitation Agency 2. Letter from Child Study Team Stating Specific Eligibility 3. Observable Condition 4. Physician Statement 5. Psychiatrist's/Psychologist's Diagnosis 6. Rehabilitation Evaluation 7. School Records 8. Sheltered Workshop Certification 9. Social Service Records\Referral 10. Social Security Administration Disability or Veterans Admin. Records 11. Vocational Rehabilitation Letter 12. Workers Compensation Record 13. Applicant Statement 14. Telephone verification 15. Document Inspection 	

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(8) Requires additional assistance	Low-income	See "Economic Eligibility"
to enter or complete an educational program or to secure or hold employment	Attends secondary or post-secondary school and has a GPA of less than 2.0	1. School transcript or report card Letter or email from school official
a. Low-income individual AND		
b. <u>one</u> of the following:		
1 Attends secondary or post-secondary school and has a GPA of less than 2.0,	Received a Failing score on the MCAS (or its equivalent) in the last round	1. MCAS or PARCC test results 2. Letter, report, or email from BPS, another school district, or program staff Telephone verification from BPS, another school district, or program staff
2 Received a Failing score on the MCAS (or its equivalent) in the last round,	Requires English Language Learners instruction	1. Letter, report, or email from BPS, another school district, or recognized community organization 2. Objective assessment showing need for ELL instruction 3. Letter from a recognized community or youth organization (if other documents are not available) 4. Easily discernable need for English as a Second Language instruction (documented by statement from intake/assessment staff)
3 Requires English Language Learners instruction,		
4 Resides in public housing,		
5 Resides in a high poverty area,		
6 Resides in a single parent household, or	Resides in public housing	1. Lease 2. Verification from other government agency 3. Driver's license 4. Postmarked mail addressed to applicant Utility bill
7 Has been identified as truant or having a significant school attendance problem.		
	Resides in a high poverty area	DCS Poverty Threshold Database and census tract
	Resides in a single parent household	1. Lease or landlord statement 2. Medical card 3. Divorce decree 4. Statement from another government agency Telephone verification
	Has been identified as truant or having a significant school attendance problem	1. Report card with attendance information from BPS, another school district, or program 2. Letter, report, or email from BPS, another school district, or program 3. Letter, report, or email from law enforcement official Telephone verification from BPS, another school district, program or law enforcement official

WIOA Title I Youth Participant Eligibility: Allowable Documents

In-School Youth Eligibility	
<i>Eligibility requirements</i>	<i>Only one of the following is required for each criterion</i>
<u>Attending school</u> Enrolled in an educational program at WIOA enrollment.	None required.
<u>Age</u> Not younger than 14 or (unless an individual with a disability who is attending school under State law) older than 21 at the time of enrollment	<ol style="list-style-type: none"> 1. Baptismal Record 2. Birth Certificate 3. DD-214, Report of Transfer or Discharge Paper 4. Driver's License (with Photo and Date of Birth) 5. Federal, State or Local Government Identification Card that includes a birth date 6. Selective Service Card 7. Hospital Record of Birth 8. Passport (as long as the passport includes the date of birth) 9. Public Assistance\Social Service Records 10. School Records\Identification Card 11. Unexpired Alien Registration Card/Documents indicating authorization to work in the US I-179, I-197, I-551, I-688, I-688A, I-688B, I-766, Certificate of Naturalization (Form N-565 or N-570), I-94 Arrival/Departure Form
<u>Residency</u> Must have Boston residency	<ol style="list-style-type: none"> 1. Computer printout from other government agency 2. Driver's license or other government-issued ID 3. SNAP award letter 4. Homelessness documentation 5. Boston Housing Authority Verification 6. Insurance policy (Home/auto) 7. Landlord statement 8. Lease 9. Letter from Social Security Administration or school 10. Medicaid/Medicare card 11. Postmarked mail addressed to applicant 12. Property tax records 13. Rent receipt 14. Selective service registration card 15. Utility bill 16. Applicant/parent statement
<u>U.S. Citizenship or Authorization to Work in the United States</u> A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, and parolee, and other immigrant authorized by the Attorney General to work in the United States . §188(a)(5)	<ol style="list-style-type: none"> 1. U.S. Baptismal Certificate (if place of birth is shown) 2. U.S. Birth Certificate 3. U.S. Hospital Record of Birth 4. U.S. Passport (either current or expired) 5. Certificate of Naturalization (Form N-565 or N-570) Unexpired Alien Registration Card/Documents indicating authorization to work in the United States (INS Forms I-179, I-197, I-327, I-551, I-571, I-688, I-688A, I-688B, I-766, an unexpired I-94 Arrival/Departure form that includes an endorsement (stamped) of the individual's status as authorized to work in the United States when accompanied with an unexpired temporary foreign passport that has the same name as the I-94, an unexpired temporary foreign passport stamped with an I-155 Work Authorization stamp

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Low-income	See "Economic Eligibility"	
And ONE of the following barriers (1-7):		
(1) <u>Basic Skills Deficient</u>	1. Assessed by a Generally Accepted Standardized Test 2. School Records	
(2) <u>An English Language Learner</u>	1. Letter from school official 2. Statement from recognized community youth organization.	
(3) <u>An Offender</u>	1. Court Documents 2. Halfway House Resident 3. Letter of Parole 4. Letter from Probation Officer 5. Police Records 6. Applicant Statement 7. Telephone verification 8. Document Inspection	
(4) <u>Homeless, a runaway, in foster care</u> or has aged out of foster care system, a child eligible for assistance under 477 of the Social Security Act (42 U.S.C), or in an out-of-home placement.	Foster Child	1. Court Contact 2. Court Documentation 3. Medical Card 4. Verification of Payments made on Behalf of the Child 5. Written Statement from State\Local Agency 6. Telephone verification 7. Document Inspection
	Homeless	1. Written Statement from an Individual Providing Temporary Residence 2. Written Statement from Shelter/Social Service Agency 3. Mckinney Vento Homeless Act Authorization Form 4. Applicant Statement 5. Telephone verification 6. Document Inspection
(5) <u>Pregnant or parenting</u>	1. Birth Certificate 2. Hospital Record of Birth 3. Medical Card 4. Physician's Note 5. Referrals from Official Agencies 6. School Program for Pregnant Teens 7. School Records 8. Statement from Social Services Agency 9. Applicant Statement 10. Telephone verification 11. Document Inspection	

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(6) <u>An individual with a disability</u>	<ol style="list-style-type: none">1. Letter from Drug or Alcohol Rehabilitation Agency2. Letter from Child Study Team Stating Specific Eligibility3. Observable Condition4. Physician Statement5. Psychiatrist's/Psychologist's Diagnosis6. Rehabilitation Evaluation7. School Records8. Sheltered Workshop Certification9. Social Service Records\Referral10. Social Security Administration Disability or Veterans Admin. Records11. Vocational Rehabilitation Letter12. Workers Compensation Record13. Applicant Statement14. Telephone verification15. Document Inspection	
(7) <u>Requires additional assistance</u> to complete an educational program or to secure or hold employment. One of the following: <ol style="list-style-type: none">1 Failed MCAS in the last round2 Identified as truant3 Requires ELL instruction4 Resides in a single parent household5 Resides in a public housing development	Failed MCAS in the last round	<ol style="list-style-type: none">1. MCAS test results2. Letter, report, or email from BPS, another school district, or program staff3. Telephone verification from BPS, another school district, or program staff
	Identified as truant	<ol style="list-style-type: none">1. Report card with attendance information from BPS, another school district, or program2. Letter, report, or email from BPS, another school district, or program3. Letter, report, or email from law enforcement official4. Telephone verification from BPS, another school district, program or law enforcement official
	Requires ELL instruction	<ol style="list-style-type: none">1. Letter, report, or email from BPS, another school district, or program2. Letter from a recognized community or youth organization (if other documents are not available)3. Easily discernable need for English as a Second Language instruction (documented by statement from intake/assessment staff)
	Resides in a single parent household	<ol style="list-style-type: none">1. Lease or landlord statement2. Medical card3. Divorce decree4. Statement from DSS5. Telephone verification6. Applicant statement with parent signature
	Resides in a public housing development	<ol style="list-style-type: none">1. Lease2. Computer printout from other government agency3. Driver's license4. Postmarked mail addressed to applicant5. Utility bill

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Economic Eligibility <i>Only one of the following is required to prove economic eligibility</i>		
<u>High Poverty Area</u> Lives in a census tract with a 30% poverty rate or higher, according to ACS Survey 5-year data	1. Printout from the Poverty Threshold Census Tract Database stating "PASS" http://www.mass.gov/massworkforce/programs/youth/ The poverty rate map can be used only as a tool : http://boston.maps.arcgis.com/apps/SimpleViewer/index.html?appid=7835399d89d848a29bc3dc69e6c3427e	
<u>SNAP, SSI, State or local public assistance</u> Receives, or in the past 6 months received, or is a member of a family that is receiving or in the past 6 months has received, assistance through SNAP, or the supplemental security income program established under Title XVI of the Social Security Act, or State or local income-based public assistance	Supplemental Nutrition Assistance Program (SNAP)	1. Current Authorization to obtain SNAP 2. SNAP Card with Current Date 3. Public Assistance Records\Printout
	Cash Public Assistance NOTE: The listed items of documentation are acceptable for any individual listed on grant.	1. Copy of Authorization to Receive Cash Public Assistance 2. Copy of Public Assistance Check 3. Medical Card showing Cash Grant Status 4. Public Assistance Identification Card showing Cash Grant Status 5. Public Assistance Records/Printout/Master File
<u>Individual/Family Income</u> Is in a family with total income that does not exceed the higher of: (I) The poverty line or (II) 70 percent of the lower living standard income level	Individual/Family Income	1. Alimony Agreement 2. Award letter from Veterans Administration 3. Bank Statements (Direct Deposits) 4. Compensation Award Letter 5. Court Award Letter 6. Employer Statement/Contact 7. Business Financial Records 8. Housing Authority Verification 9. Pay Stubs 10. Pension Statement 11. Quarterly Estimated Tax for Self-Employed Persons 12. Social Security Benefits 13. Unemployment Insurance Documents 14. Written statement from Federal, State or Local agency 15. Applicant Statement 16. Telephone verification 17. Document Inspection
	Individual Status/Family Size	1. Birth Certificate 2. Decree of Court 3. Disabled 4. Divorce Decree 5. Lease or Landlord Statement 6. Marriage Certificate 7. Medical Card 8. Public Assistance/Social Service/Public Housing Agency Records 9. Applicant Statement 10. Telephone verification 11. Document Inspection

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<p><u>A homeless individual</u></p>	<ol style="list-style-type: none"> 1. Written Statement from an Individual Providing Temporary Residence 2. Written Statement from Shelter/Social Service Agency 3. Mckinney Vento Homeless Act Authorization Form 4. Applicant Statement 5. Telephone verification 6. Document Inspection 	
<p><u>Free or reduced price lunch</u> Receives or is eligible to receive free or reduced price lunch</p>	<ol style="list-style-type: none"> 1. Verification from School 2. TBD 	
<p><u>Foster Child</u> A foster child on behalf of whom State or local government payments are made</p>	<ol style="list-style-type: none"> 1. Court Contact 2. Court Documentation 3. Medical Card 4. Verification of Payments made on Behalf of the Child 5. Written Statement from State\Local Agency 6. Telephone verification 7. Document Inspection 	
<p><u>Disability</u> Is an individual with a disability whose own income meets the income requirements</p>	<p>Disability</p>	<ol style="list-style-type: none"> 1. Letter from Drug or Alcohol Rehabilitation Agency 2. Letter from Child Study Team Stating Specific Eligibility 3. Observable Condition 4. Physician Statement 5. Psychiatrist's/Psychologist's Diagnosis 6. Rehabilitation Evaluation 7. School Records 8. Sheltered Workshop Certification 9. Social Service Records\Referral 10. Social Security Administration Disability or Veterans Admin. Records 11. Vocational Rehabilitation Letter 12. Workers Compensation Record 13. Applicant Statement 14. Telephone verification 15. Document Inspection
	<p>Individual income</p>	<ol style="list-style-type: none"> 1. Alimony Agreement 2. Award letter from Veterans Administration 3. Bank Statements (Direct Deposits) 4. Compensation Award Letter 5. Court Award Letter 6. Employer Statement/Contact 7. Business Financial Records 8. Housing Authority Verification 9. Pay Stubs 10. Pension Statement 11. Quarterly Estimated Tax for Self-Employed Persons 12. Social Security Benefits 13. Unemployment Insurance Documents 14. Written statement from Federal, State or Local agency 15. Applicant Statement 16. Telephone verification 17. Document Inspection

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5% Exception – for youth who do not meet the minimum income criteria

The Boston area is allowed up to 5% of its total participants to not qualify under the economic eligibility criteria. If a youth is otherwise eligible, a program may enroll the youth using a 5% waiver. Each program is assigned a certain number of waivers, and may be reassigned at any time, under discretion of OWD.